



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
400 RUSSELL AVE BLDG 192
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 5211.1
10
24 Oct 2012

NAVCRUITDIST NEW ORLEANS INSTRUCTION 5211.1

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: COMMAND PRIVACY PROGRAM

Ref: (a) COMNAVCRUITCOMINST 5211.4A

1. Purpose. To implement reference (a). Ensure Navy Recruiting District (NRD) New Orleans' military members, civilian, and contractor employees are informed of their rights and responsibilities under the provisions of the Privacy Act of 1974 (PA).

2. Cancellation. NAVCRUITDISTNOLAINST 5200.1G

3. Personally Identifiable Information (PII). PII is defined as information or characteristics that may be used to distinguish or trace an individual's identity, such as their name, social security number, birth date, home address, home phone number, or biometric records.

4. Rules of Conduct. All NRD New Orleans personnel shall be familiar with the responsibilities and duties imposed by reference (a). At a minimum, any individual who demonstrates reckless disregard or a pattern of error in safeguarding PII will promptly have his or her access to information or systems containing PII revoked. Examples include:

a. Willfully discloses information protected under the PA to an individual or agency not authorized access to it.

b. Requests, obtains, or receives personal data under false pretenses.

c. Fails to implement and maintain security controls, for which they are responsible and aware, for PII regardless of whether such action results in the loss of control or unauthorized disclosure of PII.

d. Fails to report any known or suspected loss of control or unauthorized disclosure of PII.

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e. Fails to adequately instruct, train, or supervise employees in their responsibilities.

5. PII Disclosure. In the case of PII disclosure, immediately notify the NRD New Orleans chain of command to include the Privacy Act (PA) Coordinator. The PA Coordinator will take the necessary actions to resolve the disclosure.

6. Privacy Act Coordinator. The Commanding Officer will designate the NRD New Orleans Privacy Act Coordinator in writing. The Privacy Act Coordinator will be in compliance with reference (a)

/s/
G. R. SHARP

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